

READVERTISEMENT

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604**

VACANCY ANNOUNCEMENT

October 25, 2007

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| TITLE: | Program Officer/Licensed Health Care Professional |
| POSITION NO: | 08015 |
| LOCATION: | Quality Assurance Division, Helena |
| STATUS: | Full-Time/Permanent |
| UNION: | MPEA |
| PAY GRADE: | Pay Plan 20, Pay Band 6 |
| STARTING SALARY: | \$33,460 - \$40,705 annually. Depending on qualifications and internal equity. |
| SUPPLEMENT: | Yes |

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 8, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: The incumbent will spend most working hours in an office environment with extensive use of office equipment, especially personal computers. Travel in- and out-of-state may be required. The successful candidate may be required to use a state vehicle to conduct business, and must have a valid Montana driver's license and a good driving record, or be able to provide an acceptable alternate method of transportation. The incumbent must be a licensed health care professional with his/her license in "good standing" and absent of any sanctions.

If there are not a sufficient number of qualified applicants, a training assignment will be considered. In order to be eligible for the training assignment, applicants must possess all but the medical claims and coding experience of the required education and experience. Salary will depend on education and experience for the duration of the training assignment, which may last up to the length of the education/experience deficiency, not to exceed one year.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for safeguarding against unnecessary or inappropriate use of Medicaid services and against excess payments by collecting and analyzing claims data on multiple medical provider types, determining priorities for claims review, conducting post-payment audits, collecting overpayments when such are identified, and the assessment of medical necessity in field of licensure expertise. The incumbent will identify, gather, investigate, and analyze pertinent Medicaid claims information for correctness; determine priorities for audit; recover overpayments; and provide information and education to Medicaid program officers, other department personnel, providers, other Surveillance and Utilization Review Section (SURS) staff, and the general public. This position serves as a medical resource to non-medical SURS staff, Medicaid program officers, other division personnel, providers, and the general public in field of license expertise.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of acceptable clinical practices in field of license expertise; medical coding resources; and regulatory resources such as the Code of Federal Regulation, Montana Code Annotated, and/or the Administrative Rules of Montana.

Skills: Skill in time management; instruction; reading comprehension; active listening; monitoring performance of self and others; service orientation; use of mathematics to solve problems; active learning; judgment and decision making; analytical expertise; use of personal computer including spreadsheet software (e.g., Excel, Access, etc); and effective oral and written communication.

Abilities: Ability to establish and maintain effective working relations with diverse individuals and groups; work independently with little supervision to accomplish section and department goals and objectives; simultaneously manage multiple tasks and projects; set appropriate priorities for work completion; read, interpret, and apply laws, rules, and regulations; develop, direct, and coordinate program compliance with all who are encountered at work; facilitate meetings and work groups effectively to meet goals; evaluate program effectiveness through quality assurance tools; communicate

effectively verbally and in writing; and act with logical thinking, initiative, and good judgment.

EDUCATION/EXPERIENCE REQUIRED: Licensed Practical Nurse (LPN) degree requires two years vocational training **AND** five years clinical experience **OR** Registered Nurse (RN) degree may be two to four years college **AND** three years clinical experience **OR** Physical Therapist (PT), Occupational Therapist (OT), Speech Language Pathologist (SPL), Licensed Professional Counselor (LCPC), and Licensed Social Worker (LCSW) require Master's degrees **AND** three years clinical experience. Must have one year medical claims or medical coding experience and one year experience with Excel, Access, or similar spreadsheet software.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security

card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Program Officer/Licensed Health Care Professional
Position: #08015
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. The response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: The answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, the answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume. **Your response to this supplement question must be typed, double-spaced, and not to exceed two pages in length.**

1. Please describe in detail your knowledge, skills, and abilities that you feel make you the best candidate for this position.